

Department of the Army
Headquarters
United States Army Medical Department Activity
2480 Llewellyn Avenue
Fort George G. Meade, Maryland 20755-5800
1 October 2001

* MEDDAC
Memorandum 600-8-1

Personnel - General

Leaves and Passes

FOR THE COMMANDER:

JEROME PENNER III
LTC, MS
Deputy Commander for Administration

Official:



JOHN SCHNEIDER
Adjutant

History. This update is the third revision of the memorandum. It was originally published on 9 January 1997.

Summary. This memorandum establishes policies, procedures and responsibilities governing authorized absences of soldiers to effectively control and manage the processing of leaves and passes within the headquarters.

Applicability. This memorandum applies to Headquarters, U.S. Army Medical Department Activity, Fort George G. Meade (MEDDAC); i.e., Kimbrough Ambulatory Care Center (KACC). It applies to all soldiers assigned or attached to KACC.

Proponent. The proponent of this memorandum is the Chief, Military Personnel Division (MPD).

Suggested improvements. Users of this publication are invited to send comments and suggested improvements, by memorandum, directly to the Commander, U.S. Army Medical Department Activity, ATTN: MCXR-MPD, Fort George G. Meade, MD 20755-5800, or to the MEDDAC's Command Editor by fax to (301) 677-8088 or e-mail to john.schneider@na.amedd.army.mil.

* This update supersedes MEDDAC Memorandum 600-8-1, dated 2 March 2000.

Distribution. Distribution of this memorandum is by electronic medium only.

Contents

Chapter 1 Introduction

- 1-1. Purpose
- 1-2. References
- 1-3. Explanation of abbreviations and terms
- 1-4. Responsibilities

Chapter 2 Procedure

- 2-1. General
- 2-2. Ordinary leave
- 2-3. Emergency leave
- 2-4. Transition leave
- 2-5. PCS leave
- 2-6. Passes

Appendix A. References

Glossary

Chapter 1 Introduction

1-1. Purpose

This memorandum establishes responsibilities, policies, and procedures governing authorized absences of soldiers, assigned or attached, to effectively control and manage the processing of leaves and passes within the headquarters.

1-2. References

Required and related references are listed in appendix A. Referenced forms are also listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this memorandum are explained in the glossary.

1-4. Responsibilities

a. *The MEDDAC Commander.* The MEDDAC Commander is the sole approving authority for—

(1) 4-day special passes for all soldiers.

(2) 3-day special passes for the Deputy Commander for Administration (DCA), Deputy Commander for Clinical Services (DCCS), and Deputy Commander for Nursing (DCN).

b. *The DCA, DCCS, and DCN.* The DCA, DCCS and DCN are the sole approving authorities for 3-day special passes for all officers subordinate to them.

c. *Department and division chiefs.* Department and division chiefs will ensure their subordinates comply with the provisions of this directive. (The term “department” is explained in the glossary.)

d. *The Medical Company Commander.* The Medical Company Commander will—

(1) Approve all requests for leave and leave extension; forward approved requests to MPD.

(2) Approve all 3-day special passes for enlisted soldiers.

(3) Ensure leaves and passes are granted within the constraints of mission requirements.

(4) Maximize the opportunity for all soldiers to take leave in order to minimize the loss of leave and payment for leave not taken; caution/counsel soldiers who—

(a) Do not take leave, that they may lose excess leave at the end of the fiscal year (FY).

(b) Maintain a 60-day leave balance and wait until late in the FY to take leave.

e. *The Chief, MPD.* The Chief, MPD will—

(1) Control military leaves and passes in accordance with (IAW) AR 600-8-10, DA Pam 600-8, and this directive.

(2) Ensure that all soldiers departing the unit for permanent change of station (PCS) sign out on leave, and that all PCS arrivals sign in from leave.

(3) Process DA Forms 31 (Request and Authority for Leave) through the Defense Military Pay Office and maintain an organizational copy on file.

f. *Supervisors.* Supervisors will ensure that the information entered in DA Form 31, block 9, agrees with the accrued leave data on the soldier’s latest DA Form 3686 (Jumps – Army Leave and Earnings Statement) (LES).

Chapter 2 Procedure

2-1. General

The judicious application of the Army leave policy is an important command responsibility. The MEDDAC Commander’s annual leave program is designed to provide maximum opportunity for all soldiers to take leave. However, due to our health care mission, it may not be possible for all soldiers to take leave when they would like to, especially during the Christmas-New Year holiday season and similar leave-intensive periods.

2-2. Ordinary leave

a. Requests for leave will be submitted on DA Form 31.

b. Except for emergency leave, all requests for leave will be approved by the supervisor and leave approving authority; i.e., the Medical Company Commander, then forwarded to MPD at least 15 duty days prior to the leave start date. Emergency leaves will be processed IAW AR 600-8-10, chapter 6.

c. Except as stated below, soldiers are not required to physically or telephonically sign out/in on leave; these actions will be automatic. However, it is the soldier's responsibility to be at home or on post at the beginning and end of the leave period. Soldiers should sign out on leave if they depart for leave after the approved departure date, and sign in from leave if they return from leave before the scheduled end date, in order to not be charged for the unused portion of leave.

d. Soldiers must read the reverse of DA Form 31 and carry a copy of the form; i.e., their leave form, with them at all times while on leave.

e. To void approved leave requests, soldiers must inform MPD and the Medical Company.

f. Two leave periods must be separated by at least one duty day or the intervening period will be charged as leave. For example: if a soldier takes Thursday and Friday of one week for leave, and Monday and Tuesday of the following week for leave, the intervening Saturday and Sunday will also be charged as leave unless one or both of these days is a duty day for the soldier.

g. Extension of leave must be requested through the supervisor to the approving authority prior to termination of the leave. Soldiers must return to duty at the proper time if the extension is not granted. Simple notification of your supervisor of your intent to return later does not constitute an approved request for extension. The staff duty is not an approving authority for leave extension. Both the supervisor and the approving authority (i.e., the Medical Company Commander or his or her designated representative) must approve an extension.

h. Leave may be taken in conjunction with regular pass periods; that is, weekends and non-duty days. However, at the beginning and end of the regular pass period, the soldier must be on post, at their duty location, or at the location from where they normally commute to work. In no case may leave be taken in conjunction with special pass periods.

2-3. Emergency leave

a. As stated in AR 600-8-10, most soldiers are mature and responsible individuals whose emergency leave needs can be considered on their own merits. A soldier may request emergency leave with or without American Red Cross (ARC) verification. However, if the Medical Company Commander doubts the validity of a situation or the necessity of the soldier's presence, he or she may, via the Fort Meade ARC Field Director, request verification of the emergency from the military installation nearest the location of the emergency.

b. Soldiers may be authorized as much as 30 days emergency leave for emergency situations within the immediate family. For a soldier (or dependent) in loco parentis, the soldier must sign a statement verifying loco parentis. (See figure 2-1.)

c. The immediate family includes the following family members of either the soldier or the soldier's spouse.

- (1) Parents, including stepparents.
- (2) Spouse.
- (3) Children, including stepchildren.
- (4) Sisters, including stepsisters.
- (5) Brothers, including stepbrothers.
- (6) Only living blood relative.

(7) A person in loco parentis.

I, PFC Johnny Smith, 222-33-4444, am requesting emergency leave for a family emergency leave for a family emergency. The emergency involves a person who stood in loco parentis for 5 years (in place of parents 24 hours a day) before I became 21 years of age.

a. The person provided a home, food, clothing, medical care and other necessities as well as furnished moral and disciplinary guidance and affection.

b. Neither of my parents lived at the same residence as the person who stood in loco parentis during the qualifying period.

or

c. Other circumstances such as legal custody, guardianship, or other situation of full re-sponsibility for the soldier that supports the soldier's belief that a loco parentis status exists.

I certify that the above statement is true and complete to the best of my knowledge.

//SOLDIER'S SIGNATURE//

Notes.

1. Both "a" and "b" **or** "c" must apply.

2. The penalty for willfully making a false claim is a maximum fine of \$10,000 or maximum imprisonment of 5 years or both, section 287, title 10, United States Code.

Figure 2-1
Example of a completed emergency leave in loco parentis status

2-4. Transition leave

a. A request for transition leave must be accompanied by a copy of the soldier's most recent LES.

b. The request should be submitted at least four months prior to the start date in order to receive separation orders in a timely manner.

2-5. PCS leave

Requests for leave in conjunction with PCS must be submitted at least 30 days prior to the soldier's scheduled departure date. Soldiers departing on PCS leave must physically sign out on DA Form 647 (Personnel Register) at MPD, and must physically sign in on DA Form 647 at their new duty stations.

2-6. Passes

a. Requests for special passes must be submitted on DA Form 31. Special passes will be either three or four days in length and will always include Saturday and Sunday, except in cases where a soldier works on Saturday and or Sunday, in which case the two consecutive days that

the soldier has off to compensate for a weekend will be included in the pass period. For example—

(1) A 3-day pass may begin after normal duty hours on Thursday and end when the soldier returns to duty on Monday morning.

(2) A 4-day pass may begin Thursday evening after normal duty hours and end on Tuesday morning when the soldier returns to duty.

b. No pass will exceed four days in length.

c. Soldiers on regular (i.e, a 2-day, weekend pass) or special pass are not required to sign out/in. However, at the end of their pass periods, soldiers will be on post, at their place of duty, or in the location from which they regularly commute to work.

d. Soldiers may travel an unlimited distance within the continental United States during pass periods. If leave is taken in conjunction with a regular pass, the soldier must be in his/her place of duty, on post, or in the location from which he or she regularly commutes to work at the start and end of the pass period. For example: a soldier who has a 2-day pass (Saturday and Sunday) followed by a 5-day leave (Monday through Friday), who is going to California for his leave, must remain in the Fort Meade area during the entire period of the 2-day pass and may not depart for California until the leave has officially begun.

Appendix A

References

Section I

Required Publications

AR 600-8-10

Leaves and Passes. (Cited in paras 1-5, 2-2 and 2-3.)

Section II

Related Publications

AR 310-25

Dictionary of United States Army Terms

AR 310-50

Authorized Abbreviations, Brevity Codes, and Acronyms

DA Pam 600-8

Military Personnel Management and Admin-

istrative Procedures

Section III

Prescribed Forms

This section contains no entries.

Section IV

Referenced Forms

DA Form 31

Request and Authority for Leave

DA Form 647

Personnel Register

DA Form 3686

Jumps – Army Leave and Earnings Statement

Glossary

Section I Abbreviations

DA

Department of the Army

DCA

Deputy Commander for
Administration

DCCS

Deputy Commander for
Clinical Services

DCN

Deputy Commander for
Nursing

FY

fiscal year

IAW

in accordance with

KACC

Kimbrough Ambulatory Care
Center

LES

Jumps – Army Leave and
Earnings Statement

MEDDAC

U.S. Army Medical Depart-
ment Activity, Fort George G.
Meade

MPD

Military Personnel Division

PCS

permanent change of station

Section II Terms

Department

Any organizational element
within the headquarters, re-
gardless of it's actual desig-
nation, whose chief is directly
subordinate to the DCCS or
DCN.

Regular Pass

An authorized absence for

periods when soldiers are not
required to be present for
duty. Normally, regular passes
will be valid during specified
off-duty hours. On weekends,
regular passes are normally
authorized to begin at the end
of working hours on Friday
afternoon and end at the
beginning of normal working
hours on the following Mon-
day morning. Public holidays
and weekends are considered
regular pass periods.

Special 3-day 4-day passes

May be granted to deserving
soldiers by supervisors but
must be approved by the
appropriate approving author-
ity on DA Form 31. The
special 3-day pass must in-
clude at least one duty day.
The special 4-day pass must
include at least two consecu-
tive non-duty days.